

Supervision Fee System Training Manual



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Supervision Fee System Training Manual

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MISSION STATEMENT

The Mission of the Fee System Network (FSN) is:

To incorporate statewide policies and procedures that enable financial accountability while insuring fiscal responsibility and offender accountability.

To develop and implement standardized procedures to document, maintain and transfer accurate records of offender costs of supervision.

By maintaining consistency within the DOC Fee System, we bring the capability to track offender fiscal conditions throughout the state. We also create offender accounts that are easily transferred to another county requiring minimal or no adjustment by the receiving county.

FSN accomplishes this mission by increasing our knowledge of and implementing the policies and procedures created, sharing information and expertise, and promoting statewide support and staff participation.

Quarterly FSN meetings allow for analysis and solution of problems or issues concerning Fee System accounts, policies and procedures. Attendance by all Fee System users is encouraged. Minutes are taken and distributed to all Fee System users and representatives.

Don't Do This!

- Never take a payment on another county's account. If the offender has the money in hand and absolutely must pay, handwrite a receipt and forward to the other county.
- Never close or post transactions to another county's DOR account. This is the only type of account that does not transfer with the offender to a new county.
- Never do entry work in the Fee System from the Info Window (F11, 4).

FEE ACCOUNT TYPES

ASSE	Assessment
ASSP	MULT special program
BRBA	Breaking Barriers
CMPO	Compact Fee
CSW	Community service fee
DAYR	Day Reporting Program
DCRT	Drug Court
DIVR	Marijuana Diversion Program
DNA	DNA/Buccal Testing Fee
DOR	Department of Revenue
DUII	DUII Assessment
ESP	Electronic Monitoring
MAIN	Maintenance Fee
MISC	Miscellaneous Account
MSC2	Miscellaneous 2
NOSH	No Show For Appointment
POLY	Polygraph Fee
PREV	Previous Cycle Fee(s)
RE01	Reimbursement 1
RE02	Reimbursement 2
RE03	Reimbursement 3
RE04	Reimbursement 4
RTCF	Returned Check Fee
SUPM	Supervision Fee – Misdemeanor
SUPV	Supervision Fee
TANF	TANNIF Welfare Program
TRAV	Travel Permit Fee
TX01	Treatment 1
TX02	Treatment 2
TX03	Treatment 3
TX04	Treatment 4
URIN	Pay for Urinalysis
WORK	In/Out Custody Programs
XFER	County Transfer Fee

MAINTENANCE TABLE FOR SUPV FEES/RECEIPT PRINTER/DOR

From the CCFEE menu select Option 14

CMS108I	Corrections Information Systems		12:59:12			
AZEVEDOP	W/W Default Fees		7/15/04			
Position to						
Enter option...						
A=Audit stamp						
Opt	Loc	Description	Amount	C/O	Print Outq	DOR
___	DESC	Deschutes County Adult Parole	35.00	N	*WRKSTN	771
___	DOUG	Douglas County Community Corre	35.00	N	*WRKSTN	7H2
___	GILL	Gilliam County Community Corre			*WRKSTN	
___	GRAN	Grant County Community Correct			*WRKSTN	
___	HARN	Harney County Community Correc			*WRKSTN	
___	HORI	Hood River Community Correctio			*WRKSTN	
___	IBRS	IBRO special - CIS maintenance			*WRKSTN	
___	JACB	Jackson County Community Justi	35.00	N	*WRKSTN	7H6
___	JEFF	Jefferson County Community Cor			*WRKSTN	
___	JMAL	Malheur County Correctional Fa			*WRKSTN	
___	JOSE	Josephine County Community Cor			*WRKSTN	
___	KLAM	Klamath County Community Corre	35.00	N	*WRKSTN	7H9
						More...
F2=Audit stamp F3=Exit F4=Prompt F5=Refresh						
F11=Menu bar F12=Cancel F13=Repeat						

- 1) You will be able to see everyone's default settings, but you are only allowed to make changes to your individual county and "L" location.
- 2) The only "Option" available is A=Audit stamp which allows you to see who last made changes for your location.
- 3) Tab to the fields, type in the information and press <ENTER> to save.

The Amount column is for your local supervision fee amount. If your county has more than one default SUPV fee amount, such as one for misdemeanants and one for felons, you will have to decide which amount is used most often and enter that amount on the table. DO NOT use the \$ sign. Once an amount has been entered in this field, all new SUPV accounts will show that amount when they are created. You can still modify individual accounts when necessary. If this field is left blank, your new accounts will continue to use the system default of \$25.00

NOTE: The system requires that a DOR Program Code be entered if you are entering data in the Amount field.

The C/O (Court Ordered Amt) column is a "Y" or "N" field. Please set this field to Yes or No based on your Court's normal practice.

The Print Outq column currently lists the printer assigned to the RCPT printer profiles on the DOC400. Be sure to check both your county location and "L" location. Please remember, the printer name must be a recognized device on the DOC400 or it will not work.

The DOR (Department of Revenue) field is for your county's specific 3 digit DOR Program Code. If this field is left blank, the DOR form will continue to use the system default of 771.

NOTE: If you are entering a SUPV fee amount, the system will not allow you to leave the DOR field blank.

PLEASE REMEMBER: Changes to the maintenance table will have no effect on existing, open or closed accounts. Once changes have been made, that information will show on all newly created SUPV accounts. You can still change the "Fee amount" and "Court ordered amt" fields on individual accounts if need be.

CREATING AN ACCOUNT

- From your menu choose the option for W/W Supervision Fees
CC Support Menu - #16
CC Fee Menu - #6

CCSUPPORT	Corrections Information Systems	(TEST)
AZEVEDOP	CC Support Menu	

Select one of the following:

1. Offender Information	
2. LEDS/OJIN/Other Systems Menu	
3. Admissions	
4. CC Release Process	
5. W/W Court Orders	
6. CC Support Data Entry/Update	
7. CC EPR Process	
8. CC Abscond Return Process	
9. CC Transfer Process	
10. Change Primary Caseload Process	
11. W/W Risk Assessments	
12. W/W Sex Offender Assessments	
More...	

Selection: _____ Job: _____

F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu

- The system will automatically default to your county. If you need to view another county F12 once and type in the four letter code for the county you wish to view and press <ENTER>. To select an offender, type in the SID # or use the F4 prompt, type in the offenders name and press <ENTER>.

CMS280I	Corrections Information Systems	(TEST)
AZEVEDOP	Fee Transaction Entry	
	Klamath County Community Corrections	

Offender Id/Name . 06307216 SMITH, JOHN C Copies: 1

F3=Exit F4=Prompt F5=Refresh F6=Create F7=Fee accounts
F8=Post transactions F11=Menu bar F12=Cancel F16=Revenue report

- To create an account press F6.

```

CMS280I          Corrections Information Systems    (TEST)
AZEVEDOP          Fee Transaction Entry
                  Klamath County Community Corrections

Offender Id. . . . 06307216      SMITH, JOHN C      Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . . CLERICAL WORKING CASELOAD
Transaction type. . . . . PMT Payment      Amount distributed
Amount received . . . . .
Document type & number. . . . .
Transaction comment . . . . .

1=Sel Trans Amount  Type Cnty Cycle      Last paid  Balance due

No records found

F3=Exit      F4=Prompt  F5=Refresh  F6=Create  F7=Fee accounts
F8=Post transactions  F11=Menu barF12=Cancel  F16=Revenue report

```

- This is the screen to create a new account.
- Use the F4 prompt key you choose the type of account or billing cycle code.

```

CMS280I          Corrections Information Systems    (TEST)
                  Fee Transaction Entry
                  Klamath County Community Corrections

Offender Id. . . . 06307216      SMITH, JOHN C Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . . CLERICAL WORKING CASELOAD

:          Maintain fee for offender          :
: Offender: 06307216 SMITH, JOHN C          :
: Responsible location: Klamath County Community Corrections :
:          Linked to condition              :
:          :                                 :
: Fee type. . . . . _____      Court ordered amt. N :
: Fee amount. . . . _____      Print statement . Y :
: Cycle code. . . . _____      Total billed. . . . . 00 :
: Start date. . . . _____      Total paid. . . . . 00 :
: Expire date . . . . _____      Total adjustments. 00 :
: Beginning Bal . . _____      Total returned. . . 00 :
:          Total due . . . . . 00      :
: F4=Prompt F5=Refresh F12=Cancel          :
:          :                                 :

```

- Position the cursor to account code for the type of account you wish to create and press <ENTER>, or type in the code on the line next to "Position" to prompt and press <ENTER>. To view more codes, use the [page down] key.

```

CMS280I                      Corrections Information Systems (TEST)
AZEVEDOP                     Fee Transaction Entry
                              Klamath County Community Corrections
Offender Id. . . . 06307216   SMITH, JOHN C                      Copies: 1
.....
:                               Maintain fee for offender          :
:                               :                                  :
:                               :                                  :
:                               :                                  :
: Offender: 06307216 SMITH, JOHN C                               :
: Responsible location: Klamath County Community Corrections      :
.....
:                               Fee Account Type                   :
: Fee type. . . . _____ : Position to . . . . CSW _____ :
: Fee amount. _____ : Code Description :
: Cycle code. . _____ : ASSE Assessment .00:
: Start date. . . _____ : ASSP MULT special program .00:
: Expire date _____ : BRBA Breaking Barriers .00:
: Beginning Bal _____ : CMPO compact Fee .00:
:                               : CSW Community service fee .00:
: F4=Prompt F5=Refres : DAYR Day Reporting Program :
: .....: DOR Department of Revenue .....:
:                               : DCRT Drug Court :
:                               : DUII DUII Assessment :
:                               : ESP Electronic Monitoring :
:                               : MISC Miscellaneous Account :
:                               : MSC2 Miscellaneous 2 :
:                               : NOSH No Show For Appointment :
:                               : POLY Polygraph Fee :
:                               : RE01 Reimbursement 1 :
:                               : RE02 Reimbursement 2 :
:                               : RE03 Reimbursement 3 :
:                               : RE04 Reimbursement 4 :
:                               : RTCF Returned Check Fee :
:                               : SUPV Supervision Fee :
:                               : TX01 Treatment 1 :
:                               : TX02 Treatment 2 :
:                               : TX03 Treatment 3 :
:                               : TX04 Treatment 4 :
:                               : URIN Pay for Urinalysis :
:                               : WORK In Custody Program :
:                               : XFER County Transfer Fee :

```

- The Court ordered amount will reflect the default from the Maintenance Table (see page 6). Changes can be made to individual accounts from this screen.
- The next piece of data you need to enter is the amount of the fee.
- The Print statement section defaults to 'Y'. This will allow a bill to be printed when you run your billing process. This should only be changed to 'N' if you DO NOT want a bill to print.
- Next you will need to fill in the billing cycle code. Use the F4 prompt to pull up a table of codes.
- You need to position your cursor on the code you wish to use and press <ENTER>.

```

CMS280I          Corrections Information Systems          (TEST)
AZEVEDOP          Fee Transaction Entry
                  Klamath County Community Corrections

Offender Id. . . . 06307216 SMITH, JOHN C          Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . . CLERICAL WORKING CASELOAD

:-----:
:          Maintain fee for offender          :
:          :                                     :
: Offender: 06307216 S          :-----:
: Responsible location :          Fee Billing Cycle :
=Sel :          :          Position to . . . . :
:          :          Code Description          :
: Fee type. . . . : D          Daily Fee          :
: Fee amount. . . : M          Monthly Fee          :
: Cycle code. . . : W          Weekly Fee          : .00:
: Start date. . . 8/29 : 1          One Time Fee          : .00:
: Expire date . . :          :-----: .00:
: Beginning Bal . :          :-----: .00:
:          :          Bottom .00:
F3=E: F4=Prompt   F5=Refresh   F12=Cancel          :
F8=P:-----:

```

- Next you need to fill in the start date if different from the date you are creating the account.
- Now you are finished. Press <ENTER> to create the account.

```

CMS280I      Corrections Information Systems      (TEST)
AZEVEDOP      Fee Transaction Entry
              Klamath County Community Corrections

Offender Id. . . . 06307216 SMITH, JOHN C Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . CLERICAL WORKING CASELOAD

:-----:
:              Maintain fee for offender              :
:Offender: 06307216 SMITH, JOHN C                    :
:Responsible location: Klamath County Community Corrections :
:              Linked to condition                    :
: Fee type. . . . CSW                                Court orderd amt. N :
: Fee amount. . . 20.00                               Print statement . Y :
: Cycle code. . . 1                                  Total billed. . . .00 :
: Start date. . . 8/30/2000                          Total paid. . . .00 :
: Expire date . .                                     Total adjustments .00 :
: Beginning Bal .                                     Total returned. . .00 :
:              Total due . . . . .00                 :
F3=E : F4=Prompt      F5=Refresh      F12=Cancel      :
F8=P :-----:

```

- The account has been created.

```

CMS280I      Corrections Information Systems      (TEST)
AZEVEDOP      Fee Transaction Entry              8/30/00
              Klamath County Community Corrections

Offender Id. . . . 06307216 SMITH, JOHN          Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . CLERICAL WORKING CASELOAD

Transaction type. . . . . PMT Payment              Amount distributed
Amount received . . . . .
Document type & number. . .
Transaction comment . . . .

1=Sel  Trans Amount  Type  Cnty          Cycle          Last paid  Balance due
-----  -----  ---  ---          ---          ---          ---
          CSW          One Time          20.00
                                Bottom
F3=Exit      F4=Prompt      F5=Refresh      F6=Create      F7=Fee accounts
F8=Post transactions  F11=Menu bar  F12=Cancel      F16=Revenue report

```

VIEW ACCOUNT HISTORY

- To view the transaction history on an account, press F7, press F8 twice or put your cursor next to the account you want to view, F8 once. The transactions are listed in descending order so that the most recent transactions are listed first. The balance owing is shown at the top of the "Transactions" screen.

CMS280I	Corrections Information Systems	(TEST)
AZEVEDOP	Fee Transaction Entry	
	Klamath County Community Corrections	
Offender Id. . . .	11198837 SMITH,JOHN	Copies: 1
Resp location. . .	Klamath County Community Corrections	
Caseload	CLERICAL WORKING CASELOAD	
Transaction type.	PMT Payment	Amount distributed
:-----:-----:-----:		
:	Transactions	:
:Offender: 11198837	SMITH,JOHN	Balance:
:Fee desc. Supervision Fee		140.00
: Tran	Amount	Tran Date
:	Doc	Document Number
:	Rcpt #	:
: BILL	35.00	12/01/2003
:		AUTO
: BILL	35.00	11/01/2003
:		AUTO
: PMT	70.00	10/09/2003
:		CK 90-7172/486 NH KLAM 51829:
: BILL	35.00	10/01/2003
:		AUTO
: BILL	35.00	09/01/2003
:		AUTO
: BILL	35.00	08/01/2003
:		AUTO
: BILL	35.00	07/01/2003
:		AUTO
:F12=Cancel	F10=Print	:
:-----:-----:-----:		

- To view old or closed accounts, press F7, then F16.

CMS280I	Corrections Information Systems	(TEST)
AZEVEDOP	Fee Transaction Entry	
	Klamath County Community Corrections	
Offender Id. . . .	11198837 SMITH,JOHN	Copies: 1
Resp location. . .	Klamath County Community Corrections	
Caseload	CLERICAL WORKING CASELOAD	
Transaction type.	PMT Payment	Amount distributed
:-----:-----:-----:		
:	All Fees	:
: Offender: 11198837	SMITH, JOHN	:
: Type	Cnty	Cycle
:	Amount	Start Date
:	Last Paid	Balance
:		Close
:SUPV	Monthly Fee	25.00 2/09/1999
:		4/10/2000
:SUPV	Monthly Fee	25.00 2/09/1999
:		125.00-
:		Bottom
:		:
:F5=Refresh	F6=Create	F8=View transactions
:		F9=Add transaction
:F10=Print	F12=Cancel	F16=Exclude discontinued
:		F18=View Closure
:-----:-----:-----:		

RECORDING A TRANSACTION

- Choose the option for W/W Supervision Fees from your menu.
- The system will automatically default to your county. Type in the offender's SID# or name at Selection line and press <ENTER>

```

CMS280I                      Corrections Information Systems                      13:34:57
LEEPJ                          Fee Transaction Entry                          1/18/07
                                Coos County Community Corrections

Offender Id. . . . 07788982                      Howard, Del                      Copies: 1
Resp location. . . Coos County Community Corrections
Caseload . . . . . FERRY, JAMES C.
Transaction type. . . . PMT Payment                      Amount distributed
Amount received . . . . 35                          35.00
Document type & number. CK 1257                      Total amount due
Transaction comment . . BANK OF AMERICA                      762.00

1=Sel  Trans  Amount      Type  Cnty  Cycle          Last paid      Balance due
  1           35          SUPV  COOS  Monthly Fee    5/30/2006     655.00
                                TX01  COOS  One Time      6/23/2005     72.00

                                Bottom

F3=Exit   F4=Prompt   F5=Refresh   F6=Create   F7=Fee accounts  F9=Note
F8=Post transactions  F11=Menu bar  F12=Cancel   F16=Revenue report
  
```

- Choose type of Transaction
 - Use F4=Prompt to pull up a table of transaction types
 - ADJ = Adjustment
 - BILL = System generated
 - NSF = Check Returned - NSF
 - OPM = Over Payment
 - PMT = Payment
 - PREV = Previous Balance Adjustment
 - STOP = Stop Payment - Check
 - UPM = Under Payment
 - WAVR = Waiver
- Enter dollar amount (zeros can be dropped if whole number). When using ADJ for deduction of balance put a '-' [minus sign] after the dollar amount.
- Choose type of document
 - Use F4=Prompt to pull up a table of document types
 - AUTO = System Generated, Automatic
 - BA = Original Balance
 - BI = BI Profile
 - BK = Bank Card
 - CA = Cash
 - CK = Check
 - LB = Multnomah Co LockBox Payments
 - MO = Money Order
 - WI = Wired

- Use 'Transaction comment' for any further explanation, i.e. bank name, third party check, etc.
- Type a '1' on 1=Sel line and the dollar amount on the next line.
- Select number of copies.
- Press <ENTER> to view the transaction.
- The 'Total amount due' will not change until after the transaction is posted.
- Press F8 to Post the transaction (receipt(s) will automatically print).

POSTING A WAIVER

A WAVR can be entered by posting directly from the Fee Transaction Entry screen. Or you can use the F7 function key, tab down to the account you want to post a waiver to and press F9. By using the F9 function, you can also use the Fee Waiver Type. The Fee Waiver Type menu can be accessed by pressing F4 in the Exception reason field. An entry is required in the Comment field.

MAKING CHANGES TO FEE TRANSACTIONS

The Fee System program will allow you to make changes to transactions you created, as long as they are **NOT** more than 7 days old. You cannot change/correct a transaction entered by someone else or any transactions more than 7 days old.

- From the Fee Transaction Entry screen for your offender, F7 for Fee Accounts.
- Place cursor on account and F8 for View Transactions.

```

CMS280I                Corrections Information Systems                12:20:38
AZEVEDOP                Fee Transaction Entry                        3/24/03
                        Klamath County Community Corrections

Offender Id. . . . 06002737                Hull, Byron                Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . . WILKENLOH, WILLIAM
Transaction type. . . . . PMT Payment                Amount distributed

                                Transactions
Of  Offender: 06002737  HULL, BYRON
Fee desc. Supervision Fee
   Tran   Amount   Tran Date  Doc   Document Number  Receipt Nbr
   BILL   35.00   12/01/2002  AUTO
   BILL   35.00   1/01/2003   AUTO
   BILL   35.00   2/01/2003   AUTO
   WAVR   105.00   3/24/2003                KLAM  46125
                                                Bottom

F12=Cancel  F10=Print
  
```

- Place cursor on the transaction you need to change or correct, press <enter>.

```

                        Fee Transaction
                                                Change
Offender: 06002737 HULL BYRON
Responsible location: Klamath County Community Corrections
Fee type . . . . SUPV Sup Fee    Copies: 1
Transaction type WAVR          Trans Date. . 3/24/2003
Amount . . . . . 105.00  Bal Due    950.00
Doc type . . . . Number
Exception reason ABSC          Authorized by PM
Comment. . . . Credit for 4 mos abscond time
F12=Cancel
  
```


- If authorized to make a change, the Fee Transaction window will be in "Change" mode.
- Make whatever changes you need and press <ENTER>.

```

          Fee Transaction
                                     Change
Offender: 06002737 HULL BYRON
Responsible location: Klamath County Community Corrections
Fee type . . . . SUPV Sup Fee    Copies: 1
Transaction type WAVR Waiver    Trans Date. . 3/24/2003
Amount . . . . . 100.00    Bal Due    955.00
Doc type . . . . . Number
Exception reason ABSC Abscond    Authorized by PM
Comment. . . . . Credit for 4 mos abscond time
_____
F12=Cancel
Press F8 to Post Transaction or F12 to Exit
  
```

- Make sure "Bal Due" has changed correctly and F8 to post transaction.

```

          Transactions
Offender: 06002737 HULL,BYRON
Fee desc. Supervision Fee
Tran  Amount  Tran Date  Doc  Document Number  Receipt Nbr
BILL   35.00  12/01/2002  AUTO
BILL   35.00   1/01/2003  AUTO
BILL   35.00   2/01/2003  AUTO
WAVR  105.00   3/24/2003           KLAM 46125
WAVR   5.00-  3/24/2003           KLAM 46126

F12=Cancel  F10=Print
Waiver Transaction created and Sup Fee changed.
                                     Bottom
  
```

- The system will add a new transaction line with the correct information. Also the phrase "Waiver Transaction created and Sup Fee Changed" will be shown at the bottom of your screen.
- If you requested one, the system will print a new receipt.
- The programming does not allow changes to the Fee Type, Transaction Date, or Transaction Type.

EXPLANATION OF FEE TRANSACTION TYPES

- ADJ ADJUSTMENT UP
(+) Generates an increase in the balance owing when a positive number (25) is entered. Use 'BA' as the document type. Can be used to transfer a balance due from a previous location to current location or an account that had been closed to violation, (see discontinued account to retrieve this figure).
- ADJ ADJUSTMENT DOWN
(-) Decrease the balance owing when a negative number (25-) is entered. Be sure to use the negative sign in both the 'amount received' and the 'transaction amount' in the select section. Use 'BA' as the document type. Can be used to record prior payments. Use a negative behind the number to generate a negative adjustment.
- BILL BILLING
(+) Automatically generates an increase of balance due. This bills the account by the amount set-up in the account, i.e. \$25 (or more) for supervision fees. Done by the system at the first of each month.
- NSF CHECK RETURNED
(+) Generates an increase in balance due. Adds back to the amount due the amount of the NSF check. Use "CK" as the document type and check number as document number. Comment should be made referring the NSF payment date.
- OPM OVER PAYMENT
(+) Generates an increase in the balance due. Use the same document type and number as used for the PMT. Used when a PMT has mistakenly been recorded.
- PMT PAYMENT
(-) Generates a decrease in the balance due. Reflects receipt of cash, check, money order or wire transfer, and to be used SOLELY for that purpose.
- PREV PREVIOUS BALANCE ADJUSTMENT
(+) Generates an increase in the balance due. Use this when it is necessary to bring a balance forward, usually used for supervision fee accounts closed due to violation.
- STOP STOP PAYMENT – CHECK
(+) Generates an increase in balance due. Adds back to the amount due the amount of the check that was stopped. Use "CK" as the document type as well as the check number.
- UPM UNDER PAYMENT
(-) Generates a decrease in the balance due. Use the same document type and number as used of the PMT. Used when PMT has mistakenly been recorded.
- WAVR WAIVER
(-) Generates a decrease in the balance due. Transaction comment *must* be used for explanation of waiver. The waiver should be done for each month the balance or portion of the balance is waived.

ALWAYS PUT AN EXPLANATION IN THE "TRANSACTION COMMENT" FIELD.

LOCAL CONTROL ACCOUNTS

- To create an account for a Local Control offender, choose the option from your menu for W/W Supervision Fees.

CCSUPPORT	Corrections Information Systems
AZEVEDOP	CC Support Menu
Select one of the following:	
1. Offender Information	
2. LEDS/OJIN/Other Systems Menu	
3. Admissions	
4. CC Release Process	
5. W/W Court Orders	
6. CC Support Data Entry/Update	
7. CC EPR Process	
8. CC Abscond Return Process	
9. CC Transfer Process	
10. Change Primary Caseload Process	
11. W/W Risk Assessments	
12. W/W Sex Offender Assessments	
More...	
Selection: _____	Job: _____
F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu	

- Press F12 to move back one screen to change the location code.

CMS280I	Corrections Information Systems	(TEST)
AZEVEDOP	Fee Transaction Entry	
	Klamath County Community Corrections	
Offender Id/Name . _____		Copies: 1
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel		

- On this screen you can enter the location code for the Local Control offender, such as LKLA for Klamath Local Control. Press <ENTER>.

```

CMS280I          Corrections Information Systems   (TEST)
AZEVEDOP          Specify Current Location

Type choice, press Enter.

      Location code. . .LKLA      Code, F4 for list

F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel
  
```

- Now you are back at the offender prompt screen. Enter the SID # for the offender or you can use the F4=prompt.

```

CMS280I          Corrections Information Systems   (TEST)
AZEVEDOP          Fee Transaction Entry
                  Klamath County Jail

Offender Id/Name .07318045_____SMITH, KENYON D      Copies: 1

F3=Exit F4=Prompt F5=Refresh F6=Create F7=Fee accounts
F8=Post transactions F11=Menu bar F12=Cancel F16=Revenue report
  
```

- Once you have found the offender, press <ENTER>.

- To create a Day Reporting fee for this offender, press F6=Create.
- You must enter the Fee type, amount & Cycle code the same as for a regular account.
- When you finish entering all the information, press <ENTER>.

```

CMS280I          Corrections Information Systems          (TEST)
AZEVEDOP        Fee Transaction Entry
                  Klamath County Jail
Offender Id. . . . 07318045    SMITH, KENYON D    Copies: 1
.....
:                               Maintain fee for offender                               :
:                                                                                       :
: Offender: 07318045 SMITH, KENYON D                                                 :
: Responsible location: Klamath County Community Corrections                         :
:                                                                                       :
:                               Linked to condition                                   :
: Fee type. . . . DAYR          Court ordered amt. N                               :
: amount. . . . 7              Print statement . Y                               :
: Cycle code. . . . D          Total billed. . . . .00 :
: Start date. . . . 9/06/2000   Total paid. . . . .00 :
: Expire date . . . 10/25/2000  Total adjustments .00 :
: Beginning Bal. _____   Total returned. . .00 :
:                               Total due . . . . .00 :
: F4=Prompt F5=Refresh F12=Cancel                                                 :
.....
F8=Post transactions F11=Menu bar F12=Cancel F16=Revenue report

```

- The account has been created. You can post payments to this account the same as regular accounts. Just remember to do a F12 at the offender prompt screen to change the location code to the same one of the offender. ***You must also run your Fee Reports by the Local Control location code.***

```

CMS280I          Corrections Information Systems          (TEST)
AZEVEDOP        Fee Transaction Entry
                  Klamath County Jail
Offender Id. . . . 07318045    SMITH, KENYON D    Copies: 1
Resp location. . Klamath County Jail
Caseload. . . . JAIL INTAKE
Transaction type . . . . .PMT Payment
Amount received . . . . .
Document type & number. .
Transaction comment . . . . .

1=Sel  Trans Amount  Type  Cnty  Cycle        Last paid  Balance due
-----
          ESP        Daily Fee        435.00
          DAYR       Daily Fee        224.00

F3=Exit F4=Prompt F5=Refresh F6=Create F7=Fee accounts
F8=Post transactions F11=Menu bar F12=Cancel

```

The Local Control location codes will automatically change once the offender is put on post prison supervision.

SUPERVISION FEES THROUGH W/W CASELOADS

- From the CC Support Menu choose option 22, W/W Caseloads or from the CCPPO menu choose option 2.
- Position your cursor next to the offender you wish to work with, type "18" and press <ENTER>. The following screen will appear:

CMS203I	Corrections Information Systems	13:43:21
AZEVEDOP	Work with Offenders Summary	11/18/02

Caseload number . . . 0633 HAMMOND, OLEAVIA LYNETTE
 Position to . . . _____

Enter option...
 14=Names 15=Address history 16=Notes 17=Description 18=Fees
 19=Struct sanctions 21=Caseload 22=Change primary caseload

All Fees

Offender: 10733368 ADAMS, JENNIFER FAYE

Type	Loca	Cycle	Amount	Start Date	Last Paid	Balance	Clos
SUPV	KLAM	Monthly Fee	35.00	12/21/2000	10/15/2002	155.00	

Bottom

F5=Refresh F6=Create F8=View transactions F9=Add transaction
 F10=Print F12=Cancel F16=Include discontinued

Once in this screen, follow the instructions from the other sections of this manual for the specific task you wish to perform.

ACCOUNT CLOSURES

- From your menu choose the option for W/W Supervision Fees.
- Select an offender by typing in SID # or use the F4 prompt and press <ENTER> twice.
- Use the F7 function key, then tab down to the account you wish to close and press <ENTER>.
- Press F14 to close account.

```

CMS280I      Corrections Information Systems
AZEVEDOP     Fee Transaction Entry
              Klamath County Community Corrections

Offender Id. . . . 10279616 WALKER, RICHARD IVY   Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . . PARKER, KIKI

:-----:
:          Maintain fee for offender          :
:                                           Change :
:Offender: 10279616 WALKER, RICHARD IVY     :
:Responsible location: Klamath County Community Corrections :
:                                           Linked to condition :
:                                           Sup Fee           :
:Fee type. . . . SUPV          Court orderd amt.N :
:Fee amount. . . 25.00          Print statement . Y :
:Cycle code. . . M Monthly Fee Total billed. . . 375 .00 :
:Start date. . . 10/29/1999    Total paid. . . . 375 .00 :
:Expire date . .                Total adjustments .00 :
:Beginning Bal .                Total returned. . .00 :
:                                           Total due . . . . .00 :
:F4=Prompt F5=Refresh F9=Transaction F12=Cancel :
:F14=Close acct                  :
:-----:

```

- You will get a pop-up window asking for a comment. Enter a descriptive comment and press <ENTER>.
- You will be asked to press <ENTER> again to confirm.
- The account will immediately disappear from the screen.

VIEW CLOSED ACCOUNT

- Press F16 to view discontinued accounts, place your cursor on the account and press F18. This will allow you to view the account closure details.

```

CMS280I      Corrections Information Systems
AZEVEDOP     Fee Transaction Entry
              Klamath County Community Corrections

Offender Id. . . . 10279616  WALKER, RICHARD IVY      Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . . PARKER, KIKI

:-----:
:              All Fees              :
:Offender: 10279616 WALKER, RICHARD IVY :
:Type  Cnty  Cycle      Amount   Start Date  Last Paid  Balance Clos :
:--:--:--:--:--:--:--:--:--:--:--:--:--:
:SUPV           Monthly Fee 25.00    10/29/1999  1/16/2001      :
:POLY           One Time  175.00    4/26/2000           200.00  ADMN :
:POLY           One Time  175.00    6/14/2000           ADMN :
:-----:
:                                     Bottom :
:F5=Refresh F6=Create F8=View transactions F9=Add transaction :
:F10=Print  F12=Cancel F16=Exclude discontinued F18=View Closure :
:-----:
  
```

```

CMS280I      Corrections Information Systems
AZEVEDOP     Fee Transaction Entry
              Klamath County Community Corrections

Offender Id. . . . 10279616  WALKER, RICHARD IVY      Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . . PARKER, KIKI

:-----:
:              Fee closure for offender :
:Offender: 10279616 WALKER, RICHARD IVY :
:Resp location: Klamath County Community Corrections :
:Fee type. . . . . POLY :
:Fee amount. . . . . 175.00 :
:Close comment . . PAID IN FULL :
:Close code. . . . ADMN :
:Close date. . . . 6/14/2000 :
:Last updated by . AZEVEDOP :
:F12=Cancel :
:-----:
  
```


POSTING TO A CLOSED ACCOUNT

- From your menu choose the option for W/W Supervision Fees.
- Select an offender by typing in SID # or use the F4 prompt and press <ENTER> twice.
- Use the F7 function key, then F16, then tab down to the account you wish to add a transaction to, press F9.

```

CMS280I      Corrections Information Systems
AZEVEDOP    Fee Transaction Entry
            Klamath County Community Corrections

Offender Id. . . . 10279616  WALKER, RICHARD IVY      Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . . PARKER, KIKI

:
:                      All Fees                      :
:Offender: 10279616 WALKER, RICHARD IVY              :
:Type  Cnty  Cycle      Amount   Start Date   Last Paid   Balance Clos :
:SUPV                Monthly Fee 25.00   10/29/1999  1/16/2001   :
:POLY                One Time   175.00   4/26/2000                200.00  ADMN :
:POLY                One Time   175.00   6/14/2000                ADMN   :
:
:                                                    Bottom :
:F5=Refresh F6=Create  F8=View transactions F9=Add transaction :
:F10=Print  F12=Cancel F16=Exclude discontinuedF18=View Closure :
:
:

```

- Enter information as any other payment, adjustment, etc.

```

CMS280I      Corrections Information Systems
AZEVEDOP    Fee Transaction Entry
            Klamath County Community Corrections

Offender Id. . . . 10279616  WALKER, RICHARD IVY      Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . . PARKER, KIKI
Transaction type. . . . . PMT Payment      Amount distributed

:
:                      Fee Transaction                :
:Offender: 10279616 WALKER RICHARD                  :
:Responsible location: Klamath County Community Corrections :
:POL Fee type . . . . POLY Polygraph                Copies: 1 :
:Transaction type . . . . . Trans Date. . 1/30/2001 :
:Amount . . . . . :
:Doc type . . . . . Number :
:Exception reason _____ Authorized by _____ :
:Comment. . . . . :
:F4=Prompt F5=Refresh F12=Cancel :

```

FEE SYSTEM REPORTS

OPT 1. Caseload Collection Statistics

Detailed report of total monies billed, collected, credits, debits, etc.

Type begin/end date, location code, fee type, include/exclude out counts, report type & press <ENTER>.

OPT 2. All Transactions Report

Detailed report of all transactions for a specific date(s).

Type in location code, start date, stop date, transaction type, fee type & press <ENTER>.

OPT 3. Daily Branch Receipts Report

Detailed report of transaction type, fee type, offender name, document type & number, receipt number & amount of payment.

Type in location code, start date, stop date, payment transaction type, document type & press <ENTER>.

OPT 5. Fee Billing Statement

This will generate & print billing statements.

Default settings are set to your location, current date, all fee types, all dollar limits, your entire office caseload, and sorted alphabetically by last name of offender. Any or all of the default settings can be changed.

Choose all fee types or use the F4=Prompt function to run statements for particular account types.

Choose all dollar limits or enter a lower and upper dollar limit.

Choose all caseloads or an individual caseload number.

Run ONE statement by choosing an individual ID number or leave at *ALL.

Run certain portions of the alphabet by entering beginning and ending letters in the names from/to field.

You may also sort the statements by name, zip code, or caseload order.

OPT 7. Reconciliation Screen

This screen acts as a cash box statement.

Type '1' in front of the recorded payments you wish to deposit (or use F13 to select all payments) & press <ENTER>, then F10. Your selections will be removed from the screen and will print immediately.

OPT 8. Reconciliation Report

Detailed report of the deposits made for a given date.

Type location code, deposit date & press <ENTER>.

OPT 9. PO Account Report

Detailed report by caseload of offender SID#, name, type of account, amount per month, balance owed & last date paid. You have the following selection criteria:

Specific Location or *ALL: Defaults to current location (**DO NOT ORDER BY *ALL**)

Specific Caseload or *ALL: Defaults to *ALL but can select specific caseload

Run option: *DSP (display), *PRT (print), *ALL (display & print)

Only SUPV: *YES (will display/print only supv fees), *NO (will display/print all open accounts)

OPT 10. Transactions by Receipt Number

Detailed report of all transactions by computer generated receipt number.

Type location code, date range, document type and transaction type.

OPT 11. County Print Statement Report

Detailed report of all offenders by print switch code.

Location type & Report selection defaults to current
Choose Outcount option (*ALL, *NONE, *ONLY, code)
Choose all caseloads or an individual caseload number.
Choose sort option, Caseload or Name
Select Fee account type (*ALL, or F4=Select)
Choose Print switch (N=No, Y=Yes, *ALL)

OPT 12. Discontinued Fees Report

Report used for identifying cases that have been closed with money still owing.

You have the following selection criteria:

Discontinued after: Field defaults to one month prior to current date and can be changed to any date in the past.

Office: Field defaults to user's location. User can change to any other location code.

Total due over: Field defaults to .99 and can be changed to any amount from .00 to 999999.00.

Print/Display: Enter "P" for Print or "D" for Display.

Both the printed report and the display will show your selection criteria in the header with the following columns:

ID number: Offender's SID or Block number

Name: Offender's name

Discontinued: Date fee account was closed

Type: Account type code, i.e. DOR, SUPV, URIN, etc.

Obl Amt: May be the amount owing, as in a DOR account, or the monthly obligation, as in a SUPV account.

Total Due: Total balance due on each listed account

OPT 14. W/W SUPV Fees/Printer/DOR (See Page 6)

OPT 15. Fee Text

This option is to be used prior to running # 5 (Billing Statement)

By using the F4=Prompt function from the Statement type field, you will find two statement options:

COMP - Computer Printed Form: refers to the full-sheet statement type used by most offices

FORM - Pre-Printed Form type: refers to the half-sheet, pre-printed forms used by a few offices

You have 8 lines available in the Upper text field and 2 lines available in the Lower text field. The text fields may be used or not used at the discretion of each individual office. Once text has been entered and statement type has been chosen, this information will appear on ALL billing statements, until you manually change the information.

CASELOAD COLLECTION STATISTICS – CC FEE MENU OPTION 1

- Collection statistics per selected criteria.
- These reports print immediately.

CMS513BP	Corrections Information Systems	8:43:04
LEEPJ	Supervision Fee Collections	1/18/07
Type choices, press Enter.		
Report beginning date. . . .	12/01/2006	
Report ending date	12/31/2006	
Location	COOS	*All, Code, F4 to prompt
Fee Type	*ALL	*ALL, F4 to Prompt
Include Outcounts?	N	Y=Yes, N=No
Report Type.	1	1=Supervision Fee Collections 2=Caseload Statistics
F3=Exit F4=Prompt F12=Cancel F5=Refresh		

Report beginning/ending date: Default - previous month; dates can be changed to another date range whenever necessary.

Location: Default - user's location; can be changed to *ALL locations or another specific location (use F4 prompt for list of available location codes).

Fee Type: Default - *ALL; can be changed to an individual fee type whenever necessary (use F4 prompt for list of available fee type codes).

Include Outcounts?: Default – N; can be changed to Y for data on outcount (ABSC, IMMI, etc) cases.

Report Type: Default - 1=Supervision Fee Collections; can be changed to option 2=Caseload Statistics.

Option 1=Supervision Fee Collections: Provides amounts collected, payments, average paid and percent paid for the selected criteria. Data is listed by caseload number when run for individual location and listed by office location when run using *ALL location.

Option 2=Caseload Statistics: Provides amounts of balance forward, billings, payments, credits, debits, and open balance for selected criteria. Data is listed by caseload number when run for individual location and listed by office location when run using *ALL location.

Column definitions as well as the selection criteria are found at the bottom or last page of each report.

Corrections Information Systems

Supervision Fee Collections

From 12/01/2006 through 12/31/2006

Location: COOS Coos County Community Corrections

Caseload	Collected	Count	Payments	Ave Paid	Perc Paid
6202 HANKEN, GENELLE	5,033.60	165	4,988.60	30.23	53.3%
6204 REEVES, STEPHEN	1,611.00	71	1,611.00	22.69	39.4%
6205 LARSON, ERIN	1,454.80	68	1,454.80	21.39	26.4%
6206 FERRY, JAMES C.	1,773.00	71	1,773.00	24.97	35.2%
6207 WHITELY, RON	1,781.84	72	1,781.84	24.75	20.8%
6208 HANKEN, GENELLE L	465.00	39	465.00	11.92	23.0%
6209 HERNING, TRACY	1,261.22	60	1,139.22	18.99	25.0%
6210 1145 CASELOAD	.00	1	.00	.00	.0%
6212 CRIM, MIKE	1,308.00	55	1,308.00	23.78	50.9%
6213 LARSON, DARIN	1,554.97	50	1,554.97	31.10	24.0%
6214 WRIGHT, ROY W.	190.00	34	190.00	5.59	14.7%
6218 CRIM, MIKE	360.00	12	360.00	30.00	66.6%
6222 OUT-OF-STATE	65.00	7	65.00	9.29	.0%
Totals:	16,858.43	705	16,691.43	23.68	35.6%

Column Definitions:

Collected = All transactions of (PMT + UPM) - OPM

Count = The count of active master fee records.

Payments = (PMT + UPM) - (OPM + NSF + STOP)

Ave Paid = Payments divided by Count

Perc Paid = (the count of offenders with PMT transactions during the report date selection parameter) divided by (the count of offenders) multiplied by 100.

Selection Criteria:

Report beginning date 12/01/2006

Report ending date. 12/31/2006

Location. COOS *All, Code

Fee type. *ALL *All, Code

Include Outcounts?. N

Report type 1 1=Supervision Fee Collections
2=Caseload Statistics

Corrections Information Systems

Caseload Statistics

From 12/01/2006 through 12/31/2006

Page 1

Location: COOS Coos County Community Corrections

Caseload	Count	Balance Forward	Billings	Payments	Credits	Debits	Open Balance
6202 HANKEN, GENELLE	165	2,9965.00	5,751.00	4,988.60	595.00-	6.00	30,138.40
6204 REEVES, STPHEN	71	27,293.00	5,883.00	1,611.00	4,115.00-	6.00	27,456.00
6205 LARSON, ERIN	68	20,196.25	3,255.50	1,454.80	1,117.50-	463.60	21,343.05
6206 FERRY, JAMES C.	71	14,866.50	2,610.00	1,773.00	35.00-	1,034.00	16,702.50
6207 WHITLEY, RON	72	32,284.00	3,665.00	1,781.84	1,680.00-	.00	32,487.16
6208 HANKEN, GENELLE L	39	10,964.00	2,090.00	465.00	70.00-	.00	12,519.00
6209 HERNING, TRACY	60	15,639.00	2,805.00	1,139.22	1,139.22-	414.00	16,788.78
6210 1145 CASELOAD	1	360.00	.00	.00	.00	.00	360.00
6212 CRIM, MIKE	55	10,690.00	1,797.00	1,308.00	70.00-	9.00	11,118.00
6213 LARSON, DARIN	50	23,769.00	1,800.00	1,554.97	245.00-	1,570.00	25,339.03
6214 WRIGHT, ROY W.	34	15,938.50	1,995.00	190.00	805.00-	.00	16,938.50
6218 CRIM, MIKE	12	5,385.00	420.00	360.00	.00	.00	5,445.00
6222 OUT-OF-STATE	7	765.00	240.00	65.00	905.00-	70.00	105.00
Totals:	4,595	208,115.25	32,311.50	16,691.43	10,657.50-	3,572.60	216,740.42

Column Definitions:

Count = The count of active Master file records.

Balance Forward = For each transaction that occurs prior to the beginning date of the report;

Add all transactions except PMT, UPM and WAVR which are subtracted from the total.

Billings = The sum of all transactions that are BILL.

Payments = (PMT + UPM) - (OPM + NSF + STOP)

Credits = If the transaction type is ADJ or PREV, and amount is less than \$0.

Debits = If the transaction type is ADJ or PREV, and amount is greater than \$0.

Open Balance = (Balance forward + Billings) - (Payments - Credits + Debits)

Selection Criteria:

Report beginning date 12/01/2006

Report ending date. 12/31/2006

Location. COOS *All, Code

Fee type. *ALL *All, Code

Include Outcounts?. N

Report type 2 1=Supervision Fee Collections

2=Caseload Statistics

ALL TRANSACTIONS REPORT – CCFEE MENU OPTION 2

- All fee transactions per selected criteria.
- This report prints immediately.
- Press the F4 prompt at Transaction type to bring up a table of transaction types
 - *ALL PMT
 - ADJ NSF
 - BILL OPM
 - WAVR UPM
- Press the F4 prompt key at Fee type to bring up a table of fee account types. (*See page 5 for list of fee account types.*)

Location: LINC Lincoln County Community Corrections

Tran Type	Fee Type	Offender	Doc Type	Doc number	Receipt nbr	Amount
BILL	URIN	SIMONSEN BRUCEW	ADJ		LINC	25.00
PMT	SUPV	SCHLAHT KELLYD	CA		LINC 04012	-100.00
PMT	SUPV	TYLER NICHOLASE	CA		LINC 04013	-25.00
3 Transaction (s) listed for 9/19/1997						-100.00
ADJ	SUPV	WHITE JEREMYN	BAL		LINC 04015	-925.00
PMT	SUPV	DANIELS DAVIDJ	CA	#8744	LINC 04014	-10.00
PMT	SUPV	RASMUSSEN HARRYS	CK	#6462	LINC 04016	-25.00
3 Transaction (s) listed for 9/22/1997						-960.00
PMT	SUPV	NASH ERICC	CA		LINC 04017	-50.00
PMT	SUPV	MILES BARRYJ	CA	IN OFFICE	LINC 04018	-25.00
2 Transaction (s) listed for 9/23/97						-75.00
PMT	SUPV	GRASSL HEIDIM	CK	#1415	LINC 04019	-50.00
PMT	SUPV	HUDSON CAROLES	MO	#923288	LINC 04020	-25.00
PMT	SUPV	NICKENS GERARDA	CK	#323	LINC 04021	-25.00
PMT	SUPV	LASHWAY LISAM	MO	#387987	LINC 04022	-25.00
PMT	SUPV	CORNWALL RYANR	CK	#115	LINC 04023	-25.00
PMT	SUPV	BURGIN PAULA	CA		LINC 04024	-25.00
6 Transaction (s) listed for 9/24/97						-175.00
PMT	SUPV	BELLER MICHAELD	CA	IN OFFICE	LINC 04025	-25.00
PMT	SUPV	WERDER FRANKW	CA	#8745	LINC 04026	-25.00
PMT	SUPV	WEBSTER JUNNIFERD	CA	#8801	LINC 04027	-10.00
PMT	SUPV	PAYNE JAMESR	CA	#8803	LINC 04028	-25.00
PMT	SUPV	LITFIN MICHAELA	CK	#1411	LINC 04029	-25.00
PMT	SUPV	BAHR DALER	CA	#8805	LINC 04030	-10.00
PMT	SUPV	JESSING FRANK	CA	#8806	LINC 04031	-10.00
PMT	SUPV	PERRY KENTB	CA	#8807	LINC 04032	-20.00
PMT	SUPV	TORRESGOLDEN RICKICA	CA	#8808	LINC 04033	-25.00
PMT	SUPV	ADAMS GERALDG	CA	#8809	LINC 04034	-5.00
PMT	SUPV	LANGSTAFF GARY	CK	#0957	LINC 04036	-25.00
PMT	SUPV	BRAY SHAWNM	CA	#8812	LINC 04037	-20.00
PMT	SUPV	ANDUIZA ANTHONYB	CA	#8810	LINC 04035	-25.00
13 Transaction (s) listed for 9/25/97						-250.00
27 Transaction (s) listed for Lincoln County Community Corrections						-1,560.00
27 Transaction (s) listed.						-1,560.00

DAILY BRANCH RECEIPTS REPORT – CCFEE MENU OPTION 3

- Payment Transaction per selected criteria.
- This report runs immediately.

Fee Payment Transaction List (FEELSTPMT)	
Type choices, press Enter.	
Location code	<u>KLAM</u> Location code, *ALL
Listing start date	<u>01222001</u> Date (MMDDCCYY), *TODAY
Listing stop date	<u>01262001</u> Date (MMDDCCYY), *TODAY
Payment Transaction type	<u>*ALL</u> *ALL, PMT, UPM, OPM
Document Type	<u>*ALL</u> *ALL, CASH, CHCK
F3=Exit F4=Prompt F5=Refresh F12=Cancel F13=How to use this display	
F24=More keys	

Location: LINC Lincoln County Community Corrections

Tran Type	Fee Type	Offender	Doc Type	Doc number	Receipt nbr	Amount
PMT	SUPV	SCHLAHT KELLYD	CA		LINC 04012	-100.00
PMT	SUPV	TYLER NICHOLAS	CA		LINC 04013	-25.00
2 Transaction (s) listed for Document type, CA						-125.00
2 Transaction (s) listed for 9/19/97						-125.00
PMT	SUPV	DANIELS DAVIDJ	CA	#8744	LINC 04014	-10.00
PMT	SUPV	RASMUSSEN HARRYS	CK	#6462	LINC 04016	-25.00
1 Transaction (s) listed for Document type, CA						-10.00
1 Transaction (s) listed for Document type, CA						-25.00
2 Transaction (s) listed for 9/22/1997						-35.00
PMT	SUPV	NASH ERICC	CA		LINC 04017	-50.00
PMT	SUPV	MILES BARRYJ	CA		LINC 04018	-25.00
2 Transaction (s) listed for Document type, CA						-75.00
2 Transaction (s) listed for 9/23/97						-75.00
PMT	SUPV	GRASSL HEIDIM	CK	#1415	LINC 04019	-50.00
PMT	SUPV	HUDSON CAROLES	MO	#923288	LINC 04020	-25.00
PMT	SUPV	NICKENS GERARDA	CK	#323	LINC 04021	-25.00
PMT	SUPV	LASHWAY LISAM	MO	#387987	LINC 04022	-25.00
PMT	SUPV	CORNWALL RYANR	CK	#115	LINC 04023	-25.00
PMT	SUPV	BURGIN PAULA	CA		LINC 04024	-25.00
1 Transaction (s) listed for Document type, CA						-25.00
3 Transaction (s) listed for Document type, CK						-100.00
2 Transaction (s) listed for Document type, MO						-50.00
6 Transaction (s) listed for 9/24/97						-175.00
PMT	SUPV	BELLER MICHAELD	CA	IN OFFICE	LINC 04025	-25.00
PMT	SUPV	WERDER FRANKW	CA	#8745	LINC 04026	-25.00
PMT	SUPV	WEBSTER JUNNIFERD	CA	#8801	LINC 04027	-10.00
PMT	SUPV	PAYNE JAMESR	CA	#8803	LINC 04028	-25.00
PMT	SUPV	LITFIN MICHAELA	CK	#1411	LINC 04029	-25.00
PMT	SUPV	BAHR DALER	CA	#8805	LINC 04030	-10.00
PMT	SUPV	JESSING FRANK	CA	#8806	LINC 04031	-10.00
PMT	SUPV	PERRY KENTB	CA	#8807	LINC 04032	-20.00
PMT	SUPV	TORRESGOLDEN RICKI	CA	#8808	LINC 04033	-25.00
PMT	SUPV	ADAMS GERALDG	CA	#8809	LINC 04034	-5.00
PMT	SUPV	LANGSTAFF GARY	CK	#0957	LINC 04036	-25.00
PMT	SUPV	BRAY SHAWNM	CA	#8812	LINC 04037	-20.00
PMT	URIN	ANDUIZA ANTHONYB	CA	#8810	LINC 04035	-25.00
11 Transaction (s) listed for Document type, CA						-200.00
2 Transaction (s) listed for Document type, CK						-50.00
13 Transaction (s) listed for 9/25/97						-250.00
17 Transaction (s) listed for Document type, CA						-435.00
6 Transaction (s) listed for Document type, CK						-175.00
2 Transaction (s) listed for Document type, MO						-50.00
25 Transaction (s) listed for Lincoln County Community Corrections						-660.00
25 Transaction (s) listed.						-660.00

FEE BILLING STATEMENT – CCFEE MENU OPTION 5

- This prints bills per selected criteria.

Corrections Information Systems		
Fee statement print prompt		
Type choices, press Enter.		
Location	<u>KLAM</u>	
As of Date	<u>5/13/2002</u>	
Fee type	<u>*ALL</u>	*ALL, Code
Lower/Upper dollar limit	<u>.00</u>	<u>9999999.00</u> *ALL, Code
 <u>Selection Criteria</u>		
Caseload	<u>*ALL</u>	*ALL, Number
ID number.	<u>*ALL</u>	Include leading zeros
Names from/to.	<u>*BEGIN</u>	<u>*END</u> Partial last names or *BEGIN *END
 <u>Sort Criteria</u>		
Name order	<u>Y</u>	
Zip order.	<u>N</u>	
Caseload/name order. .	<u>N</u>	
F3=Exit F4=Prompt F5=Refresh F12=Cancel Enter=Submit		

The default settings for the Fee Billing Statements are set to your location, current date, *ALL fee types, all dollar limits, your entire office caseload, and sorted alphabetically by last name of offender. You may change any or all of the default settings.

- Choose all fee types or use the F4 = Prompt function to run statements for a particular account
- Select account type and <ENTER>

```

Corrections Information Systems
Fee statement print prompt

Type choices, press Enter.

Location ..... KLAM
As of Date ..... 5/13/2002
Fee type ..... *ALL *ALL, Code

-----
                        Fee Account Type
                        Position to . . _____
                        Code Description
                        ASSE Assessment
                        ASSP MULT special program
                        BRBA Breaking Barriers
                        CMPO Compact Fee
                        CSW Community service fee
                        -----

Selection Criteria
Caseload ..... *ALL *ALL, Number
ID number. .... *ALL Include leading zeros
Names from/to. . . . *BEGIN *END Partial last names or *BEGIN *END

Sort Criteria
Name order ..... Y
Zip order. .... N
Caseload/name order. N
F3=Exit F4=Prompt F5=Refresh F12=Cancel Enter=Submit

```

- Choose all dollar limits or enter a lower and upper dollar amount.
- Choose all caseloads or enter an individual caseload number.
- Run **ONE** statement by choosing an individual ID number or leave at *ALL. Use the F4=Prompt to find a particular offender's ID number.
- Run certain portions of the alphabet by entering beginning and ending letters in the Names from/to field i.e. **A to BZ**.
- You may also sort the statements either by name, zip code or caseload.

SAMPLE STATEMENT – HIGHLIGHTED AREAS ARE FREE TEXT

Klamath County Community Corrections
220 Main St Klamath Falls, OR 97601
541) 880-5500

5/13/2002

Steven Atwood
1860 ESPLANADE
KLAMATH FALLS, OR 97601

RE: SID# 10013305

PO: WILKENLOH, WILLIAM

You are required by state law or condition of release to pay the costs of supervision.

Our records show as of 5/13/2002, you owe a Total of \$0.00 on the following accounts.

<u>Account Type</u>	<u>Start Date</u>	<u>End Date</u>	<u>Rate</u>	<u>Paid</u>	<u>Balance</u>
Sup Fee	11/01/2001	10/31/2002	25.00 / M	175.00	

The above listed fees are ordered as part of your Probation/Post Prison Supervision. Please pay the above fees within 15 days of this date, or call your Parole/Probation Officer to develop a satisfactory payment schedule.

Thank you for your cooperation.

Please return this portion with your payment.
(por favor regrese esta porcion de la cuenta con su pago.)

Balance Due / (Total que debe:) \$0.00

Amount Enclosed / (Cantidad Incluida:)\$

NOTE: ALL UNPAID BALANCES WILL BE FORWARDED TO THE OREGON DEPARTMENT OF REVENUE FOR COLLECTION AT THE TIME OF SENTENCE EXPIRATION/DISCHARGE.

Steven Atwood Jayne

10013305

WILKENLOH, WILLIAM

Example of labels that can be used on billings:

<p>Your account with Marion County Sheriff's Office is currently past due. Pay on your account, or we will <u>order you back to the State of Oregon.</u></p>	<p>Your account is extremely overdue. We need to see activity on your account, or a SANCTION maybe issued for non-compliance.</p>	<p>Talk to your P.O. to see if you are eligible to do Community Service in lieu of your past due supervision fees.</p>
<p>WHY HAVEN'T YOU MADE A SUPERVISION FEE PAYMENT YET????</p>	<p>Would you like your PO to come to your <u>home</u> and collect your supervision fees amount due? Or will you send a payment in?</p>	<p>Pay <u>TOTAL</u> amount due before the end of the month.</p>
<p>You need to make a payment on your supervision fee account now. Pay \$50.00 by the end of the month!</p>	<p>A payment on your supervision fee account is demanded. Pay \$75.00 by the end of the month!</p>	<p>A payment on your supervision fee account is demanded. Pay \$100.00 by the end of the month!</p>
<p>A payment on your supervision fee account is demanded. Pay \$150.00 by the end of the month!</p>	<p>A payment on your supervision fee account is demanded. Pay \$175.00 by the end of the month!</p>	<p>A payment on your supervision fee account is demanded. Pay \$200.00 by the end of the month!</p>
<p>A payment on your supervision fee account is demanded. Pay \$225.00 by the end of the month!</p>	<p>A payment on your supervision fee account is demanded. Pay \$250.00 by the end of the month!</p>	<p>A payment on your supervision fee account is demanded. Pay \$300.00 by the end of the month!</p>
<p>A payment on your supervision fee account is demanded. Pay \$350.00 by the end of the month!</p>	<p>A payment on your supervision fee account is demanded. Pay \$400.00 by the end of the month!</p>	<p>A payment on your supervision fee account is demanded. Pay \$450.00 by the end of the month!</p>
<p>A payment on your supervision fee account is demanded. Pay \$500.00 by the end of the month!</p>	<p>Your immediate attention is needed. Your supervision fee account is past due and needs a payment made on it.</p>	<p>Your account is currently past due. Your payment, in full must be made to this office immediately!</p>
<p><i>You haven't made 1 payment since your probation began.</i> Make a payment immediately!</p>	<p>You have failed to pay your Supervision Fees, lowered by your PO. You will NOW be required to pay \$35.00 per month!</p>	<p>Your account is currently past due. Bring your payment in full to this office immediately!</p>
<p>Your account is seriously past due. We need to see activity on your account by the end of the month!</p>	<p>You haven't made a payment since your probation began. Pay the total due or you maybe in violation of your probation.</p>	<p>You have <i>failed to comply</i> with your payment arrangements. FULL PAYMENT IS NOW DUE.</p>

Pay your supervision fees today, or you could be in VIOLATION OF YOUR PROBATION!	Contact this office, or you may be in VIOLATION OF YOUR PROBATION FOR NON-PAYMENT!	You could be in <u>violation</u> of your probation, if a payment is not received by the end of the month!
You are 3 months PAST DUE . A payment of \$55 is due in this office by the end of the month. NO EXCUSES!	You pay under the \$35 a month Supervision Fee. Get your account paid up or we will bring your fees back up to \$35 per month.	<i>Thank you for making a payment.</i> Please try to double your payments, to be able to catch up on your account.
PAST DUE	Your account is seriously past due. You need to communicate with this office immediately.	NO TRAVEL PERMITS WILL NOT BE ISSUED UNTIL YOUR ACCOUNT IS CURRENT!

Additional Label examples: Close to Expire

Thank you for making a payment. In order for you to get off supervision, this account MUST be paid in full before you expire. IS CURRENT!	If you expire before your account is paid off, your account will be turned over to Department of Revenue.	Get this account paid up before your probation is extended for <i>non-compliance</i> of your conditions of supervision.
If your account is not paid off in full , a \$50 processing fee will be added and your account will be turned over to the Department of Revenue.	Don't allow this to be on your credit report. <i>Pay your supervision fees.</i> Pay this before it is turned over to a collection agency.	Pay on your account before it is turned over to the Department of Revenue.

Used on the outside of the envelope

OPEN IMMEDIATELY	URGENT	Time sensitive materials enclosed.
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RECONCILIATION SCREEN- CCFEE MENU OPTION 7

- To select Payment Deposits for a given day.
- This screen prints immediately.

CMS290I	Corrections Information Systems	12:21:57			
AZEVEDOP	Select Payments for Deposit	1/24/01			
Location KLAM Klamath County Community Corrections					
Deposit date . . . 1/24/2001					
I=Select					
Opt	SID#	Name	Pay Date	Amount	Document
___	13849931	COOLEY, WILLIAM THOMAS	1/24/2001	20.00	CA AH
___	10250663	DAWSON, DANIEL EDWIN	1/24/2001	25.00	CA PM
___	11920557	DETER, SEAN AVERY	1/24/2001	25.00	CA AH
					Bottom
F3=Exit	F4=Prompt	F5=Refresh	F10=Print		
F11=Menu bar	F12=Cancel	F13=Select all			

RECONCILIATION REPORT – CCFEE MENU OPTION 8

- To print Payment Deposits for selected day only if you use Option 7 Reconciliation Screen.
- This report prints immediately

Supervision Fee Deposits (PRTSFDEP)			
Type choices, press Enter.			
Location	*CUR	Character value, *ALL, *CUR	
Deposit date	*TODAY	*Today or Date, (MMDDYY)	
			Bottom
F3=Exit	F4=Prompt	F5=Refresh	F12=Cancel
F24=More keys	F13=How to use this display		

Location: LINC Lincoln County Community Corrections

SID#	Name	Pay Date	Amount	Document
5335406	TERRY, JACK	9/17/1997	25.00	CA IN OFFICE
6102055	JEFFERS, DONALD	9/17/1997	75.00	MO #57086
7017354	NORTHEY, LARRY	9/17/1997	25.00	CA IN OFFICE
5594053	WELCH, WALLACE	9/17/1997	25.00	CA
6929890	KIRSCH, BRYAN	9/17/1997	50.00	CK #2264
3571072	BAFFORD, RONALD	9/17/1997	25.00	MO #70974
6617012	BOOZER, BRET	9/17/1997	10.00	CK #1231
3240702	HUNT, ROBERT	9/17/1997	30.00	MO #105559
3536620	LANGSTAFF, GARY	9/17/1997	25.00	CK #0949
7052274	LEDGERWOOD, TIMOTHY	9/17/1997	25.00	CK #952
5246315	MONTGOMERY, BOBBY	9/17/1997	25.00	MO #320008
7702073	NAVARRO, DONALD	9/17/1997	50.00	CK #0601
11289963	STAUSS, ANTHONY	9/17/1997	25.00	CK #3177
3986825	JONES, JAMES	9/17/1997	25.00	MO #5055832
11045189	MILLS, JOHN	9/17/1997	25.00	MO #27825237
6496433	BECK, DAVID	9/17/1997	25.00	CK #1383
11065216	CHAPMAN, THOMAS	9/17/1997	45.00	MO #9030440286
8867449	LECHNAR, SHAWN	9/17/1997	10.00	MO #2128970433
6925642	REGAN, JAMES	9/17/1997	75.00	CK #397
6925642	PEDDYCOART, ROBERT	9/18/1997	75.00	CA
7483636	PEDDYCOART, ROBERT	9/18/1997	25.00	CA
7483636	WOOD, NORMAN	9/18/1997	80.00	CA IN OFFICE

800.00 Total deposits

PO ACCOUNT REPORT - CCFEE MENU OPTION 9

- This report will print/display a list of all offenders on a caseload and their respective fees.
- Can be selected by individual caseload or all caseloads at a specific location.
- This report prints/displays immediately.

Supervision Fees Report (PRTPOFEE)

Type choices, press Enter.

Specific Location or *ALL ...	*CUR	Character value, *ALL, *CUR
Specific Caseload or *ALL ...	*ALL	Character value, *ALL
Run option	*DSP	*DSP, *PRT, *ALL
Only SUPV	*NO	*YES, *NO

Report Location: COOS Coos County Community Corrections

Caseload: 6208

CASELOAD SELECTED: 6208 Run Option: *DSP Supervision Only: *NO

SID No.	Name	CASELOAD	Type	Amount	CrtOrd	Balance	Last Paid
70326116	ARSON, RICKY	6208	SUPV	35.00	N	70.00	11/27/2006
8880689	BENSON, VINCENT	6208	SUPV	35.00	N	1,020.00	10/20/2006
8880689	BENSON, VINCENT	6208	TX01	6.00	N	47.00	10/20/2006
10337833	BESSEY, ANNETTE	6208	SUPV	35.00	N	235.00	11/07/2006
10337833	BESSEY, ANNETTE	6208	TX01	6.00	N	62.00	7/18/2006
15608540	BLOOMER, GARRETT	6208	SUPV	35.00	N	595.00	1/03/2006
14380423	BOWDEN, KENT	6208	SUPV	35.00	N	965.00	6/02/2006
14380423	BOWDEN, KENT	6208	TX01	36.00	N	84.00	

CASELOAD	Amount	Balance Total
5 PO Caseload Count	223.00	3,078.00
5 Offenders selected	223.00	3,078.00

TRANSACTIONS BY RECEIPT NUMBER – CCFEE MENU OPTION 10

- This prints all transactions by the computer generated receipt number.
- This report prints immediately.

CMS581BP	Corrections Information Systems	16:37:09
LEEPJ	PO Transactions by Receipt Number	9/15/05

Type choices, press Enter.

Location	COOS	Code
Date range from date. . .		09152005
Date range to date. . . .		09152005
Fee Payment Document Type	*ALL	*ALL, Code
Fee Transaction Type. . .	*ALL	*ALL, Code

F4=Prompt F12=Cancel Enter=Print

CMS581BR
LEEPJ

Corrections Information Systems
PO Transactions by Receipt Number Report
From 9/15/2005 to 9/15/2005

Location COOS	Document Type *ALL	Payment Transaction Type *ALL					
Rcpt# Document	Receipt Date	Doc Typ	Amount	Trn Typ	Fee Typ	Idno	Offender
36061 28686	9/15/2005	CA	10.00	PMT	SUPV	14661975	MOYLE, BENJ
36062 24983	9/15/2005	CA	35.00	PMT	SUPV	14029534	OLSON, JERA
36063 25000	9/15/2005	CA	20.00	PMT	SUPV	15036575	WEBORG, SEA
36064 24999	9/15/2005	CA	35.00	PMT	SUPV	8278072	BLANCHARD,
36065 24998	9/15/2005	CA	40.00	PMT	SUPV	10973423	BELL, PREST
36066 3508	9/15/2005	CK	70.00	PMT	SUPV	6201567	LOEW, SCOTT
36067 9/15/2005	9/15/2005	BA	3.00	ADJ	TX01	14914398	BOGUE, JIMM
36068 9/15/2005	9/15/2005	BA	3.00	ADJ	TX01	12704502	ELDREDGE, B
36069 9/15/2005	9/15/2005	BA	3.00	ADJ	TX01	12452584	KIMMEY, ALA
36070 9/15/2005	9/15/2005	BA	3.00	ADJ	TX01	12876513	YOST, GEORG
36071 ABSC TIME	9/15/2005	BA	175.00-	ADJ	SUPV	8888894	MOON, PHILL
36072 9210	9/15/2005	CK	35.00	PMT	SUPV	7796224	WILLIAMSON,
36073 TO DOR FOR	9/15/2005	BA	370.00-	ADJ	SUPV	15233298	BOESEN, JON
36074	9/15/2005	CA	260.00	PMT	SUPV	14937847	ELLIOTT, DE
36075 3724	9/15/2005	CK	95.00	PMT	SUPV	15652477	FOWLER, TEJ
36076	9/15/2005	CA	35.00	PMT	SUPV	7470201	ONEIL, MICH
34016 0	9/15/2005	BA	625.00-	ADJ	SUPV	8133921	SHIPP, CHRI

17 COOS Receipts Found For The Selection Criteria.

COUNTY PRINT STATEMENT REPORT – CCFEE MENU OPTION 11

- Report of offenders based on print switch code.
- This report prints immediately.

CMS269BP	Corrections Information Systems	16:40:16
LEEPJ	Fee Account Print Switch Report	9/15/05
Type choices, press Enter.		
Location type	LOC	*ALL, LOC, CNTY
Report selection. . . .	COOS	Location, county
	Coos County Community Corrections	
Outcount.	*NONE	*ALL, *NONE, *ONLY, code
Caseload.	*ALL	*ALL, caseload number
Sort by	C	C=Caseload, N=Name
Fee account type. . . .	*ALL	*ALL, F4=Select
Print switch	N	N=No, Y=Yes, *ALL

ID Number	Name	Resp Loca	Acct Type	Prnt SW	OC	Case- load	PO name
7889733	Pierce, Linda Faye	COOS	SUPV	N		6202	Hanken, Genelle
5307936	Sell, Daryl Wayne	COOS	SUPV	N		6202	Hanken, Genelle
15897317	Compton, John Kindal	COOS	SUPV	N		6208	Hanken, Genelle
13180481	Piquinto-Gonzalez, P	COOS	SUPV	N		6208	Hanken, Genelle
15789674	Beyer, Anna Elizabet	COOS	SUPV	N		6209	Herning, Tracy
15789674	Beyer, Anna Elizabet	COOS	TX01	N		6209	Herning, Tracy
11791184	Caesar, Tiffani Domi	COOS	SUPV	N		6209	Herning, Tracy
15754488	Costa, Nikaela Rae	COOS	SUPV	N		6209	Herning, Tracy
3995560	Loreman, Wayne Allen	COOS	SUPV	N		6209	Herning, Tracy
14791171	Reynolds, Joshua Tho	COOS	POLY	N		6212	Crim, Mike
	10 Offenders Listed						

DISCONTINUED FEES REPORT – CCFEE MENU OPTION 12

- Prints a report of closed accounts with a balance owing.
- You have the following selection criteria:
 - Discontinued after:** Field defaults to one month prior to current date and can be changed to any date in the past.
 - Office:** Field defaults to user's location. User can change to any other location code.
 - Total due over:** Field defaults to .99 and can be changed to any amount from .00 to 999999.00.
 - Print/Display:** Enter "P" for Print or "D" for Display.
- Both the printed report and the display will show your selection criteria in the header with the following columns:
 - ID number:** Offender's SID or Block number
 - Name:** Offender's name
 - Discontinued:** Date fee account was closed
 - Type:** Account type code, i.e. DOR, SUPV, URIN, etc.
 - Obl Amt:** May be the amount owing, as in a DOR account, or the monthly obligation, as in a SUPV account.
 - Total Due:** Total balance due on each listed account

CMS508BP	Corrections Information Systems	
13:29:53		
AZEVEDOP	Discontinued Fee Accounts	2/20/04
Type choices, press Enter		
Discontinued after:	02/01/2004	mm/dd/year
Office:	KLAM	
Total due over:	100.00	
Print/Display:	P	P or D
F4=Prompt F12=Cancel		

Display Spooled File

File : CMS508R Page/Line 1/2
 Control : _____ Columns 1 - 78
 Find : _____

CMS508BR Corrections Information Systems 2/20/04
 AZEVEDOP Discontinued Fee Account 13:51:49
 Total due over: 100.00 Discontinued after: 2/01/2004
 Location: KLAM Klamath County Community Corrections Page 1
 ID Nbr Name Discontinued Type Obl Amt Total Due

ID Nbr	Name	Discontinued	Type	Obl Amt	Total Due
05341205	Crain, Erwin Lee	2/02/2004	DOR	315.00	315.00
05831520	Hinshaw, Dennis	2/02/2004	DOR	575.00	575.00
06878336	Hutchinson, James	2/02/2004	DOR	525.00	525.00
11795150	Doll, Alicia	2/02/2004	DOR	165.00	165.00
11372211	Menke, Jana Mae	2/03/2004	DOR	140.00	140.00
11294030	McWilliams, Stuart	2/05/2004	DOR	942.00	942.00
01814714	Hill, Wilford D	2/09/2004	DOR	175.00	175.00
14861588	Carter, John	2/11/2004	DOR	310.00	310.00
03907540	Hall, Mark	2/13/2004	DOR	135.00	135.00
12801764	Cox, Trevor Thomas	2/13/2004	DOR	445.00	445.00
10271844	Stafford, Eric Ray	2/18/2004	DOR	422.00	422.00
14027037	Stroh, Donnel Marie	2/18/2004	DOR	375.00	375.00
11276121	Mills, Mark Allen	2/19/2004	DOR	315.00	315.00

13 Offenders listed

End of report

W/W FEE TEXT – CCFEE MENU OPTION 15

- Free form text to print on Billing Statements.
 - Type in the location you wish to run statements for (if not default location).
 - F4 function on Statement type will give you the following options:
 - COMP – Computer Printed Form – refers to the full-sheet statement
 - FORM – Printed Form type – refers to the half-sheet, preprinted forms
 - You have 8 lines available in the Upper text field and 2 lines available in the Lower text field. Whether these fields are used or not is at the discretion of each individual office.
 - Once the text has been entered and the Statement type has been chosen, this information will appear on **ALL** billing statements, until you manually change the information.

CMS270I	Corrections Information Systems	13:05:16
LEEPJ	Fee Statement Text	1/18/07
	CHANGE	
Location.....	COOS Coos County Community Corrections	
Statement type.....	COMP	
Upper text.....		
<u>You are in violation of your supervision for non-payment of supervision fees.</u>		
<u>Contact your probation officer immediately with a payment plan.</u>		

Lower Text.....		
<u>Mail payments to: 155 N Adams, Suite B, Coquille, OR 97423</u>		
<u>Make checks/money orders payable to: Community Corrections</u>		
F3=Exit F4=Prompt F5=Refresh F6=Create F7=Browse backward		
F8=Browse forward F11=Menu bar F12=Cancel		

DEPARTMENT OF REVENUE

- Select an Offender by typing in the SID # or using the F4 prompt.
- Use the F16 function key to bring up the Department of Revenue Form.
- Fill in the form as completely as possible. Press <ENTER> and the 'Total Due' will automatically calculate.
- F10 will print the report and auto chrono the date and the amount being sent to Department of Revenue.

CMS520I	Corrections Information Systems	16:01:04
LEEPJ	Department of Revenue - COLLECTION ACCOUNT ASSIGNMENT	9/15/05
Agency No (County/IDNO): COOS / 5778611		Program Code: 7G8
Name: STEVENSON, DANIEL D		Soc Sec #: 555-55-5555
Addresses:		Phone: (541)222-1826
Mailing/Current (F8): 571 S 1ST ST., COQUILLE OR, 97423		
Physical/Former (F8): _____		
Tot Principal: \$ _____ - Paid: \$ _____ = \$		Tot Amount Due
Lic #: OR 9999999		AKA (F4): _____
Date of Birth: 03/16/1960		Employment: _____
Bank Name/Acct #: _____		
Nearest Relative: _____		
Judgment #/Date (F4): _____		
Additional Information: (Aliases, Other Numbers, Open Text)		
Open: _____		
AKA/F4 _____		
#s/F4 _____		
#s/F4 _____		
Open: _____		
Open: _____		
F12=Cancel F10=Print For Open: Text/F6=AKAs/F7=Other #s/F8=Addresses		

Reminder: It is important to supply as much information on the Collection Assignment form to DOR as possible. The more information that they have the more likely they are to collect on the debt, i.e. AKA's, bank information, employer information, other DOB's & SSN's.

DOR General Information:

- DOR collects for 160 different state agencies, including Circuit and District Courts, Traffic Courts, Student Loans, OHSU patient accounts, DCBS Civil penalties and Corrections Fees – Parole and Probation.
- DOR only cares about the total amount being sent in for collection. The collection form can be completed with either the total in “Tot Principal” or it can be broken down. (i.e. $\$850 - 0 = \850 vs. $\$900 - \$50 = \$850$)
- Supervision fees, collected through Department of Corrections are considered *Unrestricted Accounts*, which means that the accounts receive full collection services and the agency is charged a 12% fee, or less to maintain non-profit.
- All accounts assigned to Other Agency Accounts must be a liquidated debt.
- Counties are not required to notify the offenders before they are turned over to DOR, however, it is highly recommended. Quite often the offender will pay the balance without it ever being turned over to DOR.
- Court fines, fees and restitution comprise 80% of OAA accounts, while 20% is from corrections, student loans and hospital accounts.
- Within 5 days of an account being sent to DOR, the client will receive a notice of assignment, which requests a payment within 30 days. If the client responds they are set up on a payment plan, with a minimum payment of \$25 per month. If the client does not contact DOR to voluntarily set up a payment plan, then a letter of demand is sent out and more research is done to locate client through various resources such as DMV, Employment Division, OJIN, etc. If there is still no response then a Destraint Warrant is issued and a wage garnishment or a bank garnishment may be requested. A wage garnishment will stay in effect until the debt is paid in full. An attempt to reach a client by phone may be made at any stage of this process.
- State tax refunds may be applied to the debt, but no Federal refunds are attached.
- Only clients who make at least minimum wage can be garnished and an employer garnishment is always done before a bank garnishment.
- After an account has gone through the collection process, it goes into a pot. If the debt is determined to be collectible by a revenue agent, it is held for future financial review. If it is determined to be uncollectible it is returned to the sending agency. At that time the agency will need to decide whether to turn it over to a private collection agency or write it off as a bad debt.
- DOR does not make claims on estates, hold hearings, approve settlement offers or refer accounts to a private collection agency. However, if you receive any information regarding a client inheritance or estate, they suggest notifying them.
- The reporting agency can update information and report any changes or payments received to DOR either by telephone, paper or by faxing to 503-947-2050.

➤ There are currently five reports that are generated by DOR. These reports are available, usually the first week of the month, by accessing the File Transfer Facility on DOR's website. The FSN Rep of each county has been given access capabilities to their directory. The reports are as follows:

1. OAA Payment Report – Payment totals by county
2. Zero – Those accounts with a zero balance either through payment in full or being returned by DOR
3. Aging – Accounts still open
4. Payment – Payment report
5. Stats – All accounts with any activity such as new accounts or those returned to the county

DOR Stats Report Codes and Meanings

126 – C/L-Unable to Verify SSN
138 – C/L-Return to Agency, Debtor Bankruptcy Chapter 7
139 – C/L-Return to Agency, Debtor Bankruptcy Chapter 11
140 – C/L-Return to Agency, Debtor Bankruptcy Chapter 13
141 – Return for Collection Agency Referral
794 – C/L-Business Closed, Predecessor/Successor Issue
875 – C/L-Taxpayer Deceased; No Assets
876 – C/L-Unable to Locate Taxpayer
878 – C/L-Business Defunct; No Assets
879 - Agency Requests Return of Liability
880 - C/L-Liability is Uncollectible
881 – C/L-Uncollectible; No Assets
882 – C/I-Per Approved Settlement Offer
885 – C/I-Corporation Closed; No Assets
886 – C/L-Balance is too Small to Pursue
888 – C/I-Return to Agency-Out of State
891 – C/L-Setup in Error
893 – C/L-Taxpayer Incarcerated
895 – C/L-Return to Agency-Duplicate Assignment
898 – Uncollectible Within Time Specifications
899 – C/L-Return to Agency-Disputed Liability

DOR Abbreviation Cheat Sheet

CCP	Credit Card Payment
CCK	Cancelled Check
GPMT	Garnishment Payment
IN01,IN02, etc.	Offset
NSF	Non-sufficient Funds
OFFS	Offset
PADV	Payment Received by Agency
PMT	Payment
RADV	Reversed Payment Received by Agency
REF	Refund

RULES

BUSINESS

WAIVER of SUPERVISION FEES:

Approval according to your county Business Practices.

Comment: **'TRANSACTION COMMENT' FIELD IS REQUIRED FOR ALL WAIVERS**

Fees may be waived for jail and in-house treatment programs.

WAIVER OF SUPV FEES ALTOGETHER FOR GIVEN OFFENDER:

Account can be closed. [F7=Fee Acct]; Tab to acct line <ENTER> [F14=Close acct]. The system requires a note (comments or reasons) for closure of an account. The best method to close an account is to first waive the remaining balance and enter comments at this time.

ABSCOND TIME:

When offender is closed to abscond or other outcount, fees should be suspended. The system will automatically do this for you (Print statement = N as well as discontinue billing). It will also turn the "Print Statement" back to "Y" and resume billing when offender is re-opened from abscond or other outcount.

Some counties continue to charge offenders for abscond time, but instead of calling it a supervision fee, they call it a File Maintenance fee

IN CUSTODY:

Offenders in custody or jail will not be responsible for payment of supervision fees while in custody. When an offender is moved to the Institution or Local Control, the Fee system will automatically close the SUPV fee account to VIOL. When the offender is returned to Supervision the system will automatically open a new account. If the offender had a balance on his old account, you will need to adjust the old account to '0' and add the balance to the new account by adjusting it or creating a PREV account.

UNPAID SUPERVISION FEES:

When offender reaches the end of his/her term of probation/Post Prison Supervision, and there is an outstanding balance, this balance can be turned over to the Department of Revenue. See that section for more information.

PROBATION EXTENSIONS:

Probation can be extended for non-payment of supervision fees by the courts.

COMPACT

RELEASING TO/ADMITTING FROM COMPACT:

When an offender is released to CMPO (outgoing compact) the Fee System will automatically turn the "Print Statement" to (N) and it will no longer bill monthly fees.

If the offender returns to supervision in Oregon and has been admitted back from outcount status, the Fee system will automatically change the "Print Statement" back to (Y) and will not "back bill" for those months offender was out of the state.

TRANSFER

When an offender is transferred to another location, all open accounts will automatically transfer to the receiving county. The only exceptions are DOR accounts. These will remain with the county that opened the line. If your county has fees (i.e. URIN, POLY) that you do not want to transfer, you must zero out the line item, close it and track outside the fee system.

These fees can be turned over to DOR prior to expiration although it's not recommended by DOR.

TEMP LEAVE OFFENDERS

The Automation Committee approved the charging of supervision fees to "temp" leave offenders. This decision was unanimous and it will be up to the individual counties as to whether to charge the fee or not during this leave time. NOTE – it is written in the State Statute that while a offender is on temporary leave, they can pay fees.

MISCELLANEOUS

Frequently Asked Questions:

Q: How should I handle a balance forward?

A: There are two ways to bring a balance forward. You can use a Transaction Type of PREV or you can create a new PREV account.

Q: When an offender asks: “Why do I have a supervision fee balance when I just got out of prison?”

A: An offender needs to be told that his supervision fee balance does not ever go away or get “forgiven”. It is just put on hold and when he goes back on community supervision, the balance is brought forward.

Q: Is it legal to deny transfer when a client has a supervision fee balance?

A: It appears to be a county by county policy and should be discussed with your supervisor. Some counties make the offender pay any balance owing, before transferring, while some counties charge a fee to do the paperwork

Q: Is it OK to transfer an offender with a credit balance?

A: Yes, credit balances that are due to prepaying the fees are rare and it is OK to transfer offenders with a credit balance. In the long run these will balance out.

Q: When an offender has fees owing and requests to move to another state, what happens to the money he owes?

A: It is really hard to collect money from an offender who has moved out of state. We can continue to bill him for the fees owed prior to the transfer, but really have no power to collect. It is more difficult for DOR to collect when an offender is out of state. It is best if the fees are collected prior to transfer out of state.

Q: Bankruptcy – Do you go to the hearing? Do you return paperwork?

A: You should at least follow-up on notices received. While it is in litigation, you cannot try to collect, but after the bankruptcy has been discharged you can proceed with collections. Supervision fees are not a dischargeable debt and are collectible after the bankruptcy is discharged. Be sure to turn the “Print Statement” to (N) during this period.

Q: If all fees are turned over to DOR for collection and that offender files bankruptcy, can he list the DOR bill?

A: Yes, if you receive a bankruptcy notice on a client that has been turned over to DOR, then DOR needs to be notified. This is still not a dischargeable debt. You are not allowed to try to collect while bankruptcy proceedings are going on. Once it is settled you can collect these fees.

Q: Should fees be waived while an offender is in sanction custody?

A: The consensus is this appears to be a per PO policy and that each office/County is different in this policy. Contact your supervisor.

Q: Should offenders be given the chance to dispute their supervision fee balance and pay it before it is sent to DOR? Are counties required to send a 30-day letter?

A: No, per DOR. Their response being the fact that supervision fees are a court ordered fee and that the offender is liable and responsible for payment. Therefore we are not required to send a warning letter before turning over the balance to DOR. It should be an individual county policy. Counties that do send a 30-day warning/notice, report an increase in revenue.

Q: Are there any fees that cannot be turned over to collection?

A: All fees can be turned over for collection

Q: Do we have to wait until supervision expiration to turn over other fees (ESP or Treatment) owed?

A: You can turn over other fees to DOR before the offender expires as long as the fee is not being tracked in the CIS and the offender is no longer accruing these fees. (This is not recommended by DOR)

Q: When an offender is on Unsupervised Probation, can we send DOR the account? (they are no longer charged for supervision fees and their account is closed)

A: No, offender has to be officially discharged in order to send to DOR.

Q: What happens if two counties send a collection notice to DOR? Which would be paid first?

A: First in first out; whichever county turned in the form first will be paid first.

Q: How long does DOR keep an account?

A: One year if there is no collection. If they receive even \$1, they can hold the account for another year.

Q: When an offender's account is closed by DOR, can we get a list of the closures?

A: Yes, DOR sends out this list monthly.

Q: How do I cancel a DOR form?

A: Do an adjustment memo and send to DOR. This can be mailed, faxed or called in.

Phone: 1-877-222-2346 toll free

Fax: (503)947-2050

Address: 955 Center Street NE, Salem, OR 97310

TIPS-N-TRICKS

- Marion County reports they charge a \$50 handling fee for all accounts that go to DOR. By doing this, they are guaranteed being able to turn over every account for collection even those as low as \$25. This went through their county commissioners for approval before being implemented.
- Coos County send letters to offenders assigned to caseloads that were not collecting much in supervision fees. The letters inform the offender that if they did not pay their fees, they were going to be given one day of community service.
- Klamath County has the Corrections Assistants who take money add their initials to the “Document Number” field. This field shows up on the reports and allows whoever is balancing the daily receipts to see who is taking money. If there is a discrepancy, a balance for each person can easily be added up to find out where the discrepancy is.
- When printing statements, the system looks at the mailing address first, then the main address. If you experience problems with an address, you may try clearing out all the information, waiting overnight and re-entering it the next day. When reading the address, it picks up the first and third lines for the billing statement.
- To avoid having statements run over onto two pages because of several accounts of one kind, these accounts can be combined into one. i.e. more than one account for URIN, add total of all, create new account with that balance, zero out and close all others.

- Klamath County has a form that is filled out by any PO requesting adjustments/waivers to offenders' accounts (see below). Once the transaction is completed, the person entering the information put their initials in the bottom right corner, if a receipt is produced attach it to this form and give to the PO to keep in the file.

Klamath County Community Corrections FEE WAIVER/ADJUSTMENT							
NAME _____				PO _____			
AMOUNT _____		SID # _____		DATE _____			
TYPE OF FEE:							
ASSE	ASSP	BRBA	CMPO	CSW	DAYR	DOR	
DUII	ESP	MISC	MSC2	NOSH	POLY	RE01	
RE02	RE03	RE04	SUPV	TX01	TX02	TX03	
TX04	URIN	WORK	XFER				
WAIVER:							
ABSC	CMPO	CORT	CSW	DIED	DSP-dom viol prgm		
IMMI	INDG-indigent		JAIL	PODS-PO discretion			
REST	SICK	SSD	TREA	UNAB-unable to pay			
UNEM-unemployed		OTHER _____					
ANY AMOUNT OVER \$100 MUST BE APPROVED BY SUPERVISOR							
_____ Parole/Probation Officer		_____ Date		_____ Supervisor		_____ Date	
						_____ Comp Entry	

- Coos County has developed the following form that is used for all supervision fee transactions other than payments.

COOS COUNTY COMMUNITY CORRECTIONS Probation Fee Accounts			
Name: _____		SID #: _____	
Docket/Case #: _____			
Create account:			
	Amount	Monthly	One-time
<input type="checkbox"/> Supervision Fee	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CCCTC	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Polygraph	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Electronic Monitor	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other	_____	<input type="checkbox"/>	<input type="checkbox"/>
 Close Account:			
<input type="checkbox"/> Supervision fees waived by the court (copy of court order must be attached).			
<input type="checkbox"/> CCCTC			
<input type="checkbox"/> Other _____			
 Adjustments/Waiver:			
Adjustment amount: _____ per month for _____ month(s).			
Previous amounts owed/adjust the account balance to: _____			
Reduce monthly fees to _____ per month beginning _____			
Reason for adjustment: _____			

PO: _____		Date: _____	
Director's signature required for waivers only			
Director: _____		Date: _____	
Date entered: _____ Entered by: _____ Balance: _____			

CREATING A MACRO

What is a Macro?

A macro is a series of commands/keystrokes that you can group together as a single command to accomplish a repeated task automatically.

Typical uses for a Macro:

- ↔ To speed up routine editing and data entry
- ↔ To automate a complex series of tasks
- ↔ To combine multiple commands into one

You can create a MACRO that is stored permanently in a library for you to use anytime, like when performing repetitive transactions (during Waiver Week you perform a waiver for every payment received).

- Open the “Record a Transaction” screen. Hit <Record>.
- You will be asked to name the macro.
- **Be sure to mark the Record Format as a Macro file or the text will not wrap around (default will be a VBScript file).**
- Choose the OK button.
- At this time you will be back at the Transaction window. Everything you type at this time is being recorded so type slowly and carefully. Type the information you wish to be stored in your macro including back tabs. Be sure to end up in the amount field so that when the macro is finished playing all you have to do is type in the amount and hit Enter, F8.
- When the all the information is as you like it, hit <Stop>. You are now ready to use your Macro.
- Make sure your cursor is in the same beginning place to play a Macro as it was when you recorded it.
- Hit <Play>, choose the macro you wish to play and then press OK. All the fields which you had typed information into during the recording will automatically fill in.

(**Tip:** Klamath County used “1” as the name of their macro when having their Waiver Week. Since numbers come up before letters on the list of macros, it actually cut down on keystrokes. After making sure that the cursor is in the correct starting position, press <Play>, “1”, and hit <Enter>. The number of steps to complete everything on a waiver except the amount is reduced to 3. If you need assistance setting up a macro, call a fellow Fee Rep for assistance.)

COUNTERFEIT MONEY

If you suspect a bill is counterfeit, please follow the process set out below:

- Use the Counterfeit Detector Pen on all bills (remember that US currency before 1959 may show up as counterfeit. Be sure to check the date of the bill).
- **DO NOT** refuse to accept the bill or return the bill to the passer.
- NOTE the passer's description, the description of a companion and the license number of the vehicle used. (Since you are taking the payment for fees, PRESS the Screen Print button, for a copy of the name, SID and PO name.)
- TELEPHONE the nearest County Sheriff's Office or the United States Secret Service (1-503-326-2162) if you are certain the bill is counterfeit. If you are uncertain if the bill is counterfeit and send it to the Treasurer's Office.
- HANDLE the bill as little as possible to preserve any fingerprints and place it in a protective cover (envelopes or sheet protectors work well).
- SURRENDER the bill only to the police, the Treasurer's office, or the U.S. Secret Service.
- **DO NOT DO ANYTHING TO ENDANGER YOURSELF.**

MONEY GENERATING IDEAS

- Coos County charges an up front fee for any offender that requests a transfer. This fee is to help offset the costs involved for paperwork and staff time. The fee is collected BEFORE the paperwork is started. **Note:** Coos County had to go through their County Counsel and Commissioner's for approval.
- Marion County charges a \$50 handling fee for all accounts that go to DOR. By doing this, they are guaranteed being able to turn over every account for collection no matter how small. **Note:** This went through their County Commissioners for approval before being implemented.
- Coos County sent letters to offenders assigned to a PO's caseload that was only collecting \$200 per month. The letters informed the offender that if they did not pay their supervision fees, they were going to be given one day of community service. Apparently this worked. The next month the same PO ended up collecting over \$1000.
- Marion County have the following Past Due Waivers:
Pay your past due balance in full and receive a \$70 credit. (\$500.00 and up).
Pay your past due balance in full and receive a \$35 credit (\$499.99 and below)
- Amnesty Week
Marion County had their first Amnesty Week on April 30th - May 4th, 2001. It was **VERY SUCCESSFUL!** In 1 week, they brought in \$47,000.00+ They would only take payments from April 30th- May 4th. They did take a few cash payments before the amnesty date, due to having cash, right then & there. They would not allow any waiving of future supervision fees, this was only for PAST DUE AMOUNTS.
- Examples of signs & labels used by Marion County:

Collection Labels

<p>AMNESTY WEEK!!!! April 30th - May 4th, 2001. Pay 50% of supervision account & we will waive the rest! <i>One time offer only.</i></p>

Lobby signs

<p>ASK US ABOUT AMNESTY WEEK!</p>	<p>AMNESTY WEEK Pay 50% of your Supervision Fees between April 30th & May 4th and we will waive the remaining balance. <i>(This is a one time offer only)</i></p>	<p>AMNESTY WEEK April 30th - May 4th, 2001. Pay ½ of your Supervision Fee <u>balance</u> and we will waive the other 1/2.</p>
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RECORD RETENTION

The standard retention period is 2 years for all receipts and A/R records per Secretary of State Audit office. It is recommended to check with local county policy.

CHECK ENDORSEMENT

(Submitted by Linda Liming/Lincoln County)

Occasionally a check needs to be endorsed so that it can be turned over to another county since the offender has transferred and they were billed prior to the transfer. They then sent one more check to the transferring county. The back of the check should be endorsed to say:

County stamp: For Deposit only

DEPARTMENT OF CORRECTIONS

Write beneath it: by (please write your own name)

Paid to the Order of (County check is going to)

BANKRUPTCY INFORMATION

What is Bankruptcy?

Bankruptcy is Federal Law and is written into the Constitution. It dates back to 1780's-1790 and was created in order to allow people who are financially destitute a chance to clear some or all of their debt and to get a fresh start financially. Due to the fact that Bankruptcy is a Federal Law, it is considered supreme and will overrule State Law. Bankruptcy filings are usually due to the economy and are common among our clients.

How does Bankruptcy clear debt?

As soon as a person files bankruptcy, an automatic stay is issued which means that any creditor that the debtor owes money cannot try to collect on that debt until a ruling has been made. If you are listed as a debtor in the bankruptcy paperwork, the bankruptcy court will notify you in writing. All collection proceedings must stop; including phone calls, billings and statements, until after the debtor gets through the proceeding and a decision is made. If you/your company is listed as a debtor, it is likely that you will receive payment for the debt. Word of mouth also applies to notice and if you hear the person is in bankruptcy, it is recommended that steps be taken to verify the information.

Discharge

The Bankruptcy is discharged after the debtor goes through the proceedings and creditors are identified. Fees will not be discharged if they are part of a criminal fine or restitution.

Are Supervision Fees dischargeable?

The answer to this is unclear. It has not been asked or challenged before, and according to Mr. Rosenhouse, until it is, we should consider Supervision Fees to not be a dischargeable debt.

CHAPTER 7 is the most common bankruptcy and means that all assets are liquidated to the Court, then the trustee sells assets and distributes to the creditors to pay off the debt. Chapter 7 bankruptcies are generally discharged 75 days after the meeting of the creditors.

CHAPTER 13 is when the debtor submits a plan to the bankruptcy court for paying off creditors and makes payments to the trustee, which is then distributed to the creditors. The debtor usually has a 3-5 year plan and in order to qualify for this they must have a steady income.

General information regarding bankruptcy:

- ⇒ Federal bankruptcy cases are only heard in federal bankruptcy courts, not State.
- ⇒ Anything that is accrued up to the moment of filing is generally dischargeable, however, new charges accrued are not discharged or stayed and can be billed for.
- ⇒ If you violate the discharge injunction, you will be subject to all repercussions as if you violated a court order.
- ⇒ The case can end with either a Notice of Discharge or Dismissal.
- ⇒ Fees that are not ordered by the court may be discharged and could include UA's, breaking barriers, polygraphs, etc. Generally, if it is not ordered by the court, it could be discharged and questioned.
- ⇒ Discharge of case should be 60 days after the meeting of creditors – total time is generally 120 days from start to finish.

How are Counties supposed to handle an ongoing / accruing supervision fee? We can only collect on fees which are accrued AFTER the client files bankruptcy IF it is a Chapter 7, but not a Chapter 13. If you are not sure which chapter your client filed under, it was suggested to wait until after a decision has been made before you start the collection process again. It was also suggested that a new account could be opened for fees accruing AFTER the client has filed, which you could send statements for and leave the old account with a balance, but with an end date.

Be careful not to actively pursue the old debt if you have notice of bankruptcy.

If you have any questions regarding a bankruptcy proceeding call 1-800-726-2227.

QUICK REFERENCE:

- Creating an Account
 - CC Support Menu - #16
 - Enter SID # <ENTER>
 - F6, <TAB>
 - F4, pick the account type you want to create, <TAB>
 - Enter fee amount<TAB>
 - F4 for billing cycle codes
 - Select the type of billing cycle, <ENTER>
 - Enter the date for which the account is to be started <ENTER>

- View Account History
 - CC Support Menu - #16
 - Enter SID # <ENTER>
 - F7, tab to the account you would like to inquire
 - F8
 - Page up to view history

- Recording a Transaction
 - CC Support Menu - #16
 - Enter SID # <ENTER>
 - F4 to choose the type of transaction, <TAB>
 - Enter the dollar amount, <TAB>
 - F4 to choose the document type, <TAB>
 - Type “1” on the line item the transaction is taken on, <TAB>
 - Type dollar amount again, <ENTER>
 - F8, to post the transaction – receipt will then print

- Creating an Account for Local Control Offenders
 - CC Support Menu - #16
 - F12 to back up a screen
 - Enter Local Control location
 - Enter SID #
 - F6 to create
 - Select the fee type, amount and cycle code
 - <ENTER>

- Closing an Account
 - CC Support Menu - #16
 - Enter SID # <ENTER>
 - F7, tab to the account you wish to close
 - <ENTER>
 - F14 to close account
 - Enter comment in comment line, <ENTER>

- Posting a Payment or Adjustment to Closed Account
 - CC Support Menu - #16
 - Enter SID # <ENTER>
 - F7
 - F16 to include discontinued accounts
 - Tab to the account you wish to post or adjust
 - F9
 - Enter transaction type, amount and document type
 - <ENTER>
 - F8 to post

- View Closed Account
 - CC Support Menu - #16
 - Enter SID # <ENTER>
 - F7
 - F16, to view closed accounts
 - F18, to view closure comment
 - **If you wish to view transactions on this closed account:**
 - Tab to the account you wish to view
 - F8, Page down to view history